

**UNITED STATES SECURITIES AND EXCHANGE COMMISSION  
MERIT PROMOTION PLAN  
VACANCY ANNOUNCEMENT**

Also announced under DEU-04-149

<b>Announcement Number: 04-244-DP</b>		<b>Opening Date: 09/13/2004</b>	<b>Closing Date: 09/27/2004</b>
<b>POSITION TITLE</b> Information Technology Specialist (This is a Bargaining Unit Position)		<b>FULL PERFORMANCE LEVEL</b> SK-2210-13	
<b>PAY PLAN, SERIES, GRADE, AND SALARY</b> SK-2210-11 \$58,029 - \$84,768 12 \$69,549 - \$101,601 13 \$82,705 - \$138,724		<b>COMPETITIVE CIVIL SERVICE STATUS REQUIRED</b>	
<b>NUMBER OF VACANCIES</b> One		<b>WORK SCHEDULE</b> Full Time	
<b>AREA OF CONSIDERATION (U.S. Citizenship Required)</b> Federal Government Employees Reinstatement Eligibles, VEOA Eligibles, and ICTAP Eligibles		<b>ORGANIZATION AND DUTY STATION</b> San Francisco District Office San Francisco, CA	
<b>FOR ADDITIONAL VACANCIES THAT MAY BE AVAILABLE VISIT:</b> <a href="http://www.sec.gov/jobs.shtml">www.sec.gov/jobs.shtml</a>			

**SUMMARY OF DUTIES:**

The Regional Office IT Specialist serves as a customer representative between end users, program or regional/district office management, and the agency's Office of Information Technology. IT Specialists have an understanding of the work performed by the users they support. IT Specialists serve as primary facilitators for end-users within their area of responsibility by helping employees with questions, usage, training, installation, and resolution of information technology problems. They provide customer support services, including installation, configuration, troubleshooting, customer assistance, and/or training, in response to customer requirements. They work with end-users, their assigned Technical Liaison, OIT management and other staff as appropriate to ensure that end-user information technology needs are met in accordance with agency IT strategic objectives

**QUALIFICATIONS REQUIRED: (Indicate where, when and how you acquired the experience)**

**Applicant must have one full year of specialized experience** at a level of difficulty equivalent to the next lower grade in the Federal service (e.g. GS/SK-09 for the SK-11 position, GS/SK-11 for the SK-12 position, GS/SK-12 for the 13 position) or the equivalent in the private sector. Specialized experience includes: (1) TCP/IP network management; (2) File systems and peripheral management; (3) Network printing services; (4) Managing system resources; (5) User account administration; (6) E-mail services; and (7) Modem/fax/scanner troubleshooting services.

**QUALITY RANKING FACTORS:** The quality ranking factors below will be used to rate and rank only the application(s) that meet all Qualifications Required.

1. Demonstrated knowledge and experience defining, recommending, and troubleshooting end user application problems, and communicating effectively with users concerning specialized software applications.
2. Knowledge of information technology systems administration.
3. Demonstrated knowledge and experience in microcomputer hardware, software, and LAN-based application software; including troubleshooting network operating system problems in Windows XP operating system and in network protocols including Microsoft and Active Directory
4. Demonstrated expertise in the standard suite of Microsoft products, including Word, Excel, Power Point, Access, Outlook, etc.

5. Demonstrated ability to coordinate large-scale integrations, deployments and upgrades of IT equipment.

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## EVALUATION OF CANDIDATES

All applications will be evaluated against the qualifications required for the position and may be evaluated by a panel of subject matter experts based on the information in your application.

Candidates **with** current civil service status who meet the Qualifications Required will be rated on the basis of relevant experience, education, training, supervisory appraisal, job-related awards, and the Quality Ranking Factors in accordance with the SEC Merit Promotion Plan.

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***If you are a displaced Federal employee (ICTAP Eligibles)*** you must attach to the front of your application proof of eligibility, such as a SF-50 and/or RIF letter. If you are a displaced Federal employee separated within the local commuting area of the position, your application will be reviewed to determine minimum qualification requirements and, if you are found minimally qualified, then your application will be rated to determine whether you meet the well qualified criteria established for the position. A well-qualified displaced candidate will be referred before any other qualified candidates inside and outside of Federal service. All applicants will also be evaluated against the qualifications required for the position and evaluated by a panel of subject matter experts. If you DO NOT address the quality ranking factors to clearly describe the extent of your experience, you may be determined ineligible or receive a low rating.

**VEOA Eligibility: Veterans who are preference eligible candidates or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply.**

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## HOW TO APPLY

You must submit: A resume; the Optional Application for Federal Employment; or any other written format of your choice which clearly identifies; 1) The announcement number, title and grade of the job you applied for and 2) Information required in the OPM pamphlet "Applying for a Federal Job". You should also include the following, if applicable:

1. A separate sheet that clearly addresses the specific Quality Ranking Factors.
2. **Your most recent performance appraisal. Federal employees are not eligible for merit promotion unless they have at least a fully satisfactory rating.**
3. Copy of SF-50, Notification of Personnel Action, to verify Federal competitive civil service status and **your grade and step.** Your last promotion or within grade increase is best.

**IF YOU DO NOT PROVIDE ALL THE INFORMATION REQUESTED, YOU MAY LOSE CONSIDERATION FOR THIS POSITION.** None of these forms will be subsequently lent or returned to applicants.

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## FILING APPLICATIONS

Hand delivered applications from within **headquarters** must be personally accepted and date stamped in OHR Mini-Personnel Office, Room 1120, or OHR Operations Center Office on or before the vacancy announcement closing date. Applications sent **by mail** must be received on or before the closing date of the vacancy announcement. All application materials must be submitted within the prescribed deadline.

Applications received in postage-paid Government envelopes will not be considered and are a violation of Federal law and regulation. In accordance with agency policy, SEC will only accept FAX applications if there is evidence that they were not sent from Federal Government FAX machines. Applicants are reminded of legal prohibitions against the use of Government envelopes or other property for other than officially approved activities. These prohibitions are contained in 5 U.S.C. 735.205, 39 U.S.C. and 18 U.S.C.

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## WHERE TO FILE

U.S. Securities and Exchange Commission  
Office of Human Resources  
6432 General Green Way  
Alexandria, VA 22312  
Attn: Deborah Perkins, Mail Stop O-1  
Fax: (703) 914-0556 Voice: (202) 942-7772

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#### **ADDITIONAL INFORMATION**

Candidates must meet all eligibility requirements by the closing date of the vacancy announcement.

**Moving expenses**\_\_\_ will **X** will not be paid.

**EQUAL EMPLOYMENT OPPORTUNITY:** All candidates will be considered without regard to any non-merit reason such as age, race, color, sex, religion, sexual orientation, national origin, or disability status.

**SEC** provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OHRAS. The decision on granting reasonable accommodation will be on a case-by-case basis.

**"Security Clearance:** The individual selected may be subject to a security investigation. Favorable results on a Background investigation may be a condition of employment or selection to another position."